



Special Use Permits (Commercial Filming/Photography)

Commercial filming and photography is defined as digital or film recording of a visual image, or sound recording, by a person, business, or other entity for a market audience, such as for a documentary, television or feature film, advertisement, or similar project. Under Public Law 106-206, all commercial filming and photography requires a permit and is subject to a location fee and cost recovery.

In Public Law 106-206, Congress expressed the importance of resource protection and directed that the permit request should be denied if:

- there is the likelihood that resource damage would occur that cannot be mitigated or restored under the terms and conditions of a permit;
- there is the likelihood of unreasonable disruption of or conflict with the public's use/enjoyment of the site;
- there is the likelihood that the activity poses health or safety risks to the public;
- there is the likelihood that the activity would result in the impairment of park resources or values; or
- the required activity would violate any other applicable Federal, State, or local law or regulation.

If the project is such that it is indistinguishable from the activity of the average visitor, a permit may not be required. If this might pertain to your project, please contact the park's Administrative Officer at 360-378-2240 ext. 2221 to discuss.

Timeline:

Due to ever-changing workloads, we must receive your application and application fee no less than two weeks prior to the start of your proposed activity. Requests that are complex in nature or requests to film in the wilderness area or in closed areas will require, at a minimum, four weeks to process as they must be reviewed for environmental and cultural compliance.

Once an application is approved, a permit will be written and the permittee will have to review and sign it confirming their intent to adhere to all permit conditions. Once the permittee has signed the permit, the Park Superintendent will authorize the permit with his/her signature.

Application:

The submission of a Special Use Permit (Commercial Film/Photo) application starts the process. The application form can be found online at www.nps.gov/sajh/planyourvisit/permits.htm or may be requested from the Administrative Officer.

Please fill out the application completely; incomplete applications will delay the process. Provide as much detail as you can regarding your project; you may attach narratives, story boards, or other documentation that will help explain your project.

Along with your application, you must submit a non-refundable \$100 application fee. We can only accept a check or money order made payable to the National Park Service. Applications will not be reviewed until payment is received.

Applications should be addressed to the attention of the Administrative Officer and delivered as follows:

In Person: Park Headquarters (650 Mullis Street, Suite 100), Friday Harbor. Headquarters is open Monday through Friday, 8:00 a.m. to 4:30 p.m.

Mail: P.O. Box 429, Friday Harbor, WA 98250

FEDEX/UPS: 650 Mullis Street, Suite 100, Friday Harbor, WA 98250

Fees and Charges:

Application Fee: A \$100 non-refundable application fee is required. This covers the first two hours of time spent on the permit to include initial communications, site visits, compliance review, and writing of permit conditions.

Administrative Charges: Permits/projects that require more than two hours of administrative time for review, site visits, meetings, or permit processing will be charged at the rate of \$50 per hour.

Monitoring Charges: Permits will be monitored to ensure full compliance with the terms and conditions of the permit and when there is concern of impact to other visitors, cultural sites, natural resources, or endangered species habitat. This charge is based on actual time spent (including travel time) and is charged at the rate of \$50 per hour (in quarter hour increments).

If monitoring is necessary, the permittee will be charged up front for this. Any credit due the permittee for time charged but not worked will be refunded after the permitted activity is completed.

Location Fee:

These fees are charged per day. These are standard for all NPS sites and are non-negotiable. Location fees may not apply for very small projects involving 1-2 people with no cast, props, sets, or special needs.

<u>Size of Cast/Crew</u>	<u>Motion/Video</u>	<u>Still</u>
1-10 people	\$150	\$50
11-30 people	\$250	\$150
31-49 people	\$500	\$250
Over 50 people	\$750	---

Performance Deposit:

Dependent upon the complexity and scope of project, a performance deposit may be required to ensure that the area used is returned to the same state as prior to filming activities. If monitoring of the activity is required, a performance deposit will be required.

Insurance:

General commercial liability insurance is required in the minimum amount of \$1,000,000. Complex projects or projects with large cast/crew numbers may require higher insurance levels.

The United States Government will be named as additional insured on the insurance certificate and it should read as follows: United States Government, San Juan Island National Historical Park, P.O. Box 429, Friday Harbor, WA, 98250.

The name on the certificate of insurance must match your business name, including any names used as DBAs (doing business as). The certificate can be mailed or shipped to the Administrative Officer's attention using the contact information listed above.

An original of the insurance certificate must be received before the permit will be approved by the Superintendent.

Group Size and Locations:

Group size will be limited to 75 people; this is based on limited parking and facilities, potential conflict with other visitor activities, and potential impacts to natural and cultural resources.

At this time, permit applications may be made for any location within the park. Keep in mind that all park areas are public lands and the park will not exclude or allow you to exclude other park visitors from the site during your activity.

Cancellations/Delays:

The permitted activity must be well planned and scheduled. Notification to the Administrative Officer regarding changes is imperative. Last minute changes will not be accommodated unless the changes are contingent upon weather or other emergency conditions and approved by the Administrative Officer or onsite representative.

You may want to consider including alternate “weather dates” in your application in case weather would hamper your project. Keep in mind that you are still required to contact the Chief Ranger if you choose to use your rain dates. You will be charged for monitoring time if you do not to use your original permit date and fail to notify the Administrative Officer.

Additional Information:

Additional information about San Juan National Island Historical Park may be found on our website at www.nps.gov/sajh.

You may also contact the Administrative Officer at 360-378-2240 ext. 2221 or the American Camp Visitor Center at 360-378-2240 ext.2233.